**Application**

**Solano County Teacher of the Year**

# Applicant Information *(download copy before completing)*

**Documentation**

*(One attachment in Microsoft Word, 1 inch margins. Arial size 12-pt font, single spaced).*

The documentation must be attached as one complete file in Microsoft Word. The Documentation should be titled as follows: District Name followed by Nominee First Name and Last Name, followed by the School Name Employed. (Do not include the words unified school district). For example: Vallejo City Pat Roberts Jesse Bethel.

Do not change the format, font or spacing of this application. Complete all sections highlighted in yellow.

For questions regarding this application contact Rebecca Floyd at [rfloyd@solanocoe.net](mailto:rfloyd@solanocoe.net) or 707-646-7602.

**Applicant Information**

|  |  |
| --- | --- |
| First Name |  |
| Last Name |  |
| Preferred Name (Optional) |  |
| Home Mailing Address Home City |  |
| Home Zip Code (99999) |  |
| Home Phone Number (999-999-9999) |  |
| Home Email Address |  |
| Work Site Email Address |  |
| Subject Area(s) Currently Teaching |  |
| Grade Level(s) Currently Teaching |  |
| If the candidate is projected to be in a new teaching position the next school calendar year, provide the name of school, subject areas(s) and grade level(s) to be teaching here: *(If applicable)* |  |
| Total Years Teaching |  |
| Years in Current Position |  |
| Twitter Handle (Optional) |  |
| Facebook Profile (Optional) |  |
| Instagram Profile (Optional) |  |
| Personal Blog Site (Optional) |  |
| Personal Website (Optional) |  |
| Other Social Media (Optional) |  |

Professional Association Memberships (Optional; Select all that apply by placing an **X** inside the box.)

|  |  |
| --- | --- |
|  | National Education Association (NEA) |
|  | American Federation of Teachers (AFT) |
|  | Association for Supervision and Curriculum Development (ASCD) |
|  | National Council of Teachers of English (NCTE) |
|  | National Council of Teachers of Mathematics (NCTM) |
|  | National Science Teaching Association (NSTA) |
|  | National Association for Music Education (NafME) |
|  | Other (Please List): |

Are you a National Board-Certified Teacher? (Select one, place an **X** in the appropriate box.)

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | In Progress |

Do you speak a language other than English fluently? (Select one, place an **X** in the appropriate box.)

|  |  |
| --- | --- |
|  | Yes, I speak [ insert here ] |
|  | No |

What is your gender identity?\* (Select one, select one, place an **X** in the appropriate box.)

|  |  |
| --- | --- |
|  | Woman |
|  | Man |
|  | Non-binary |
|  | Transgender |
|  | Prefer to self-describe |
|  | Decline to answer |

Which category below includes your age?\* (Select one)

|  |  |
| --- | --- |
|  | 18-29 |
|  | 30-39 |
|  | 40-49 |
|  | 50-59 |
|  | 60 or older |
|  | Decline to answer |

What is your ethnicity?\* (Select one)

|  |  |
| --- | --- |
|  | Asian/Indian Subcontinent (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.) |
|  | Black/African American (A person having origins in any of the Black racial groups of Africa.) |
|  | Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.) |
|  | Native American/Alaskan Native (A person having origins in any of the original peoples of North and South America [including Central America], and who maintains tribal affiliation or community attachment.) |
|  | Native Hawaiian/Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.) |
|  | White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Not Hispanic or Latino.) |
|  | Multiple Ethnic/Racial Identities |
|  | Prefer to self-describe |
|  | Decline to answer |

\* The Teacher of the Year will be selected without regard to race, color, religion, sex, or national origin, and will not be discriminated against on the basis of disability.

**Applicant School Schedule**

|  |  |
| --- | --- |
| Arrival Time at School |  |
| Lunch Time |  |
| Preparation or Non-Teaching Time |  |
| Departure Time from School |  |
| Days and/or times school will be on an alternate schedule or will not be in session for September to October 2024 |  |

**School Information**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| City |  |
| Zip Code (99999) |  |
| School Website |  |
| School Code (9999999) |  |
| (For help locating your school code, please access the California School Directory at http://www.cde.ca.gov/re/sd/.) | |
| Principal First Name |  |
| Principal Last Name |  |
| Principal Phone Number (999-999-9999) |  |
| Principal Phone Number Extension (If applicable) |  |
| Principal Email Address |  |

**School Type Information**

What is the school type indicator where you serve? (Select one, place an **X** in the appropriate box.)

|  |  |
| --- | --- |
|  | Traditional Public |
|  | Charter Public |
|  | Private |
|  | Other |

What is the community type where you serve? (Select one, place an **X** in the appropriate box.)

|  |  |
| --- | --- |
|  | Rural |
|  | Suburban |
|  | Urban |
|  | Other |

How much time does the candidate spend working directly with students? If less than 100 percent, please specify.

|  |  |
| --- | --- |
|  | 100 percent |
|  | 75 percent |
|  | 50 percent |
|  | Less than 50 percent |
|  | Specify the time spent working directly with students: |

Does the school receive Title I funding where you serve? (Select one, place an **X** in the appropriate box.)

|  |  |
| --- | --- |
|  | Yes |
|  | No |

Indicate type of program.

|  |  |
| --- | --- |
|  | Schoolwide |
|  | Targeted Assistance |

**Student Demographics Information**

What are the student demographics of the school where the nominee serves? (If there are no students in the demographics enter 0 into the field. For help locating the school demographics, please access DataQuest at <https://dq.cde.ca.gov/dataquest/>.)

Use whole numbers, only. Do not use percentages.

|  |  |
| --- | --- |
|  | African American |
|  | American Indian or Alaska Native |
|  | Asian |
|  | Filipino |
|  | Hispanic or Latino |
|  | Pacific Islander |
|  | White |
|  | Two or more Races |
|  | Not Reported |
|  | English learner |
|  | Foster Youth |
|  | Homeless |
|  | Socioeconomically Disadvantaged |
|  | Students with Disabilities Total Enrolled |
|  | Total Student Enrollment |

**District Information**

|  |  |
| --- | --- |
| Name |  |
| Address City |  |
| Zip Code (99999) |  |
| District Website |  |
| District Code (99999) |  |
| (For help locating your district code, please access the California School Directory at <http://www.cde.ca.gov/re/sd/>) | |
| District Superintendent First Name |  |
| District Superintendent Last Name |  |
| District Superintendent Phone Number (999-999-9999) |  |
| District Superintendent Phone Number Extension (If applicable) |  |
| District Superintendent Email Address |  |

What is the total enrollment of the district in which the school is located where the nominee serves? (For help locating the district demographics, please access DataQuest at <https://dq.cde.ca.gov/dataquest/>.)

|  |  |
| --- | --- |
| Total District Enrolled |  |

**District TOY Coordinator Information**

District TOY Coordinator Information (applications must be submitted by the District TOY Coordinator. The SCOE Youth Development Department will verify the submitter upon receipt of the application).

|  |  |
| --- | --- |
| First Name |  |
| Last Name |  |
| Address |  |
| City |  |
| Zip Code (99999) |  |
| Phone Number (999-999-9999) |  |
| Phone Number Extension (If applicable) |  |
| Email Address |  |

**TOY County Coordinator Information**

|  |  |
| --- | --- |
| First Name | Rebecca |
| Last Name | Floyd |
| Address | 2460 Clay Bank Road, Bldg. 6B |
| City | Fairfield |
| Zip Code (99999) | 94533 |
| County Coordinator Phone Number (999-999-9999) | 707-646-7602 |
| County Coordinator Phone Number Extension (If applicable) | 707-646-7601 |
| County Coordinator Email Address | rfloyd@solanocoe.net |

**Documentation Instructions**

*(Limit for this section to 23 pages.)*

The Documentation should include page breaks so that each component has its own page(s). For each component, include the name of the component followed by the requirement. Each component has its own word or page maximum (1-inch margins. Arial size 12-pt font, single spaced)*.* The name of the component will not count towards the requirement word count.

The Documentation must include the following components:

1. **Cover Page** (Not to exceed one page)
2. **Introductory Letter** (Not to exceed two pages)
3. **Professional Biography** (Not to exceed 250 words)
4. **Professional Resume** (Not to exceed two pages)
5. **Essay 1 - Philosophy of Teaching** (Not to exceed 750 words)
6. **Essay 2 - School Culture** (Not to exceed 750 words)
7. **Essay 3 - School-Community Involvement** (Not to exceed 750 words)
8. **Essay 4 - Education Issues and Trends** (Not to exceed 750 words)
9. **Essay 5 - State Superintendent of Public Instruction's** [**Initiatives**](https://www.cde.ca.gov/eo/in/)(Not to exceed 750 words)
10. **Essay 6 – California Teacher of the Year** (Not to exceed 750 words)
11. **Letter of Recommendation 1** (Not to exceed one page)
12. **Letter of Recommendation 2** (Not to exceed one page)
13. **Letter of Recommendation 3** (Not to exceed one page)

**Cover Page**

*Requirement Description:* Provide a cover page (Not to exceed one page.)

The cover page should include the documentation name and the following information about the candidate:

* County Name
* District Name
* Full Name (First & Last Name)
* Email
* Grade Level(s) Teaching
* Subject(s) Teaching
* School where Employed
* City Where School is Located

**Introductory Letter**

*Requirement:* Provide an introductory letter from the applicant to the Evaluation Committee (Not to exceed 750 words or two pages.) Provide the word count in parenthesis after the name of the component.

The letter should present a powerful statement about your commitment to continued achievement for all students.

Include the following:

* Explain what it is like to be a student in your class.
* Relate an inspirational vignette from your own teaching experience that illustrates an important aspect of education.
* Paint a clear picture that helps the reader to envision a typical day.
* Include a brief example of an ideal real day and a brief example of how you turned a challenging moment into a teachable moment.

**Professional Biography**

*Requirement:* Provide a professional biography from the applicant (Not to exceed 500 words) Provide the word count in parenthesis after the name of the component.

Include the following:

* The factors that influenced you becoming a teacher.
* Your greatest contributions and accomplishments in education, to date.

**Professional Resume**

*Requirement:* Provide a professional resume from the applicant (Not to exceed two pages). Provide the word count in parenthesis after the name of the component.

Include the applicants’ accomplishments in the areas listed below, beginning with the five most recent items in chronological order (most recent first):

* Education - Colleges and Universities attended (including postgraduate studies), degrees earned, majors, and years of attendance.
* Certifications - Professional association memberships, including information regarding offices held, year obtained, and other relevant activities.
* Work Experience - Teaching employment history with title, organization, years in position, grade level, and subject area of each assignment.
* Leadership Experience - Staff development position, organization, years in position, leadership activities, mentorships, and leadership activities in the training of future and current teachers that you have presented.
* Awards and Other Recognition - Awards and other recognition of your teaching, including the year received and exact involvement.

**Essays**

**Requirement Description:** Provide an essay addressing each of the following six topics. Please indicate evidence of student impact. Do not include external links (Each essay is not to exceed 750 words.)

**Essay 1 - Philosophy of Teaching**

*Requirement:* Describe a content lesson or unit that defines you as a teacher. Show how your deliberate instructional decisions create student learning and reveal what you value in education (Not to exceed 750 words.)

Include the following:

* The aspects that make you an outstanding teacher.
* The greatest rewards you find in teaching.
* How your views about teaching are demonstrated in your personal teaching style.
* A content lesson or unit that defines you as a teacher.
* How you engage students of all background, abilities, and readiness levels in the learning and how that learning influences your students.
* How your beliefs about teaching are demonstrated in this lesson or unit.

**Essay 2 - School Culture**

*Requirement:* Describe how you deliberately create culture in your classroom and school. Demonstrate how you use the relationships and collaboration to teach students of all backgrounds and identities (Not to exceed 750 words).

Include the following:

* Your role and how you collaborated with others.
* The status of this project today and include evidence of student impact.

**Essay 3 – School-Community Involvement**

*Requirement:* Describe specific ways in which you deliberately connect your students with the community. Demonstrate the impact of this work on student learning and success (Not to exceed 750 words).

Include the following:

* Specific ways in which you deliberately connect your students with the community, including evidence of student impact.
* Specific ways you are involved with colleagues in creating school-community partnerships.
* How you involve and utilize the community in your classroom.
* Your commitments to the community through service-oriented activities (such as volunteer and civic) that enhance the home, school, and/or community connection, and the role you played in the projects.
* How you establish local partnerships with family involvement in children education that strengthen home-school partnerships.
* How you involve the community beyond that which is considered basic school-related involvement.
* How you get your students involved in community service projects.

**Essay 4 - Education Issues and Trends**

*Requirement:* Determine an issue you have had to advocate for either in your school, state, or beyond. Describe how you demonstrated teacher leadership as part of your work on this issue and how your work impacted students (Not to exceed 750 words).

Include the following:

* Address the issue in depth.
* Outline possible causes.
* Outline possible effects.
* Outline possible resolutions.
* Describe how you address or work to improve the issue both within and outside of the classroom.

**Essay 5 - State Superintendent of Public Instruction's Initiative**

*Requirement:* Describe how your teaching and/or professional experiences contribute toward the work of California's State Superintendent of Public Instruction's (SSPI) Initiatives (Not to exceed 750 words). Link to initiatives: [Transforming Schools Initiatives web page](https://www.cde.ca.gov/eo/in/index.asp) (as of 9.12.2023).

Include one or two of the following:

* Community Schools: It Takes A Village – Schools Can Be More Than Academics
* Professional Learning: Supporting Our Teachers and Mentors
* Mental Health Support: A Healthy Mind Is Essential for Learning
* Universal Prekindergarten (UPK): Early Start for Greater Growth and Achievement
* Universal Meals: Nourishing Young Minds for Learning
* Antibias Education: Preventing, Addressing, and Eliminating Racism and Bias
* Expanded Learning Programs: Education Outside of the Classroom

**Essay 6– California Teacher of the Year**

*Requirement Description:* As the California Teacher of the Year, serving as the ambassador of education for California, you have been asked to give a speech to a large audience of teachers. This speech is being recorded and will be shared broadly with a larger audience. What is your message? What is the talk you give? (Not to exceed 750 words).

Include the following:

* The skills, values, knowledge, and ethics you would convey.
* The positive messages you would communicate to your profession and to the public.
* Why you would recommend individuals to enter the teaching profession.
* How you would strengthen and improve the teaching profession.
* How you support the teaching profession, such as through teacher collaboration and mentoring.
* What is and/or what should be the basis for accountability in the teaching profession.

**Letters of Recommendation**

*Requirement:* Include three letters of recommendation from a diverse array of colleagues/stakeholders that support why you should be a Solano County Teacher of the Year. (Each letter of recommendation is not to exceed one page).

When choosing letters of recommendation to submit consider how they might extend the application by covering areas or examples not addressed elsewhere. Each letter of recommendation must include a signature. Do not include other materials, such as portfolios or press clippings.

At least one letter must be from among the following titles or education stakeholders, and should only be one per title:

* District Superintendent
* Principal
* Administrator
* Colleague
* Student
* Parent
* Community Civic Leader

## AGREEMENT

Submission of the application by the District TOY Coordinator indicates that the school and district administrations have reviewed the information in the application and certify that the content of the application is accurate and complete to the best of their knowledge.

**DISTRICT CERTIFICATION**

I hereby certify that to the best of my knowledge, the information contained in the application is correct and complete.

|  |  |
| --- | --- |
| Print First and Last Name: |  |
| Title: |  |
| Email: |  |
| Day Phone w/Extension: |  |
| Mobile Phone: |  |
| Date: |  |

**Cover Page**

Requirement Description: Provide a cover page. (Not to exceed one page.)

|  |  |
| --- | --- |
| County Name |  |
| District Name |  |
| First Name and Last Name |  |
| Email |  |
| Grade(s) Levels Teaching |  |
| Subject(s) Teaching |  |
| School Where Employed, City |  |
| School District, County |  |

**Introductory Letter**

Requirement Description: Provide an introductory letter from the candidate to the Blue Ribbon Committee. (Not to exceed 750 words or two pages.) Provide the word count in parenthesis after the name of the component.

To the Blue Ribbon Committee,

**Professional Biography**

Requirement Description: Provide a professional biography from the candidate. (Not to exceed 500 words.) Provide the word count in parentheses after the name of the component.

**Professional Resume**

Requirement Description: Provide a professional resume from the candidate. (Not to exceed two pages.) Provide the word count in parentheses after the name of the component,

**Essay 1 – Philosophy of Teaching**

Requirement Description: Describe a content lesson or unit that defines you as a teacher. Show how your deliberate instructional decisions create student learning and reveal what you value in education. (Not to exceed 750 words.)

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Requirement Description: Describe how you deliberately create culture in your classroom and school. Demonstrate how you use the relationships and collaboration to teach students of all backgrounds and identities. (Not to exceed 750 words.)

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Requirement Description: Describe specific ways in which you deliberately connect your students with the community. Demonstrate the impact of this work on student learning and success. (Not to exceed 750 words.)

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Requirement Description: Describe how your teaching and/or professional experiences contribute toward the work of California's State Superintendent of Public Instruction's (SSPI) Initiatives. (Not to exceed 750 words.)

**Essay 6 – California Teacher of the Year**

Requirement Description: As the California Teacher of the Year, serving as the ambassador of education for California, you have been asked to give a speech to a large audience of teachers. This speech is being recorded and will be shared broadly with a larger audience. What is your message? What is the talk you give? (Not to exceed 750 words.)

**Letters of Recommendation #1**

Requirement Description: Include three letters of recommendation from a diverse array of colleagues/stakeholders that support why you should be a 2024-25 Solano County Teacher of the Year. (Each letter of recommendation is not to exceed one page.)

**Letters of Recommendation #2**

Requirement Description: Include three letters of recommendation from a diverse array of colleagues/stakeholders that support why you should be a 2024-25 Solano County Teacher of the Year. (Each letter of recommendation is not to exceed one page.)

**Letters of Recommendation #3**

Requirement Description: Include three letters of recommendation from a diverse array of colleagues/stakeholders that support why you should be a 2024-25 Solano County Teacher of the Year. (Each letter of recommendation is not to exceed one page.)